EXECUTIVE BOARD MEETING
Thursday, July 18, 2019, 2:30 PM
In Person – LibraryLinkNJ Office

MINUTES

EXECUTIVE BOARD

Present
Phillip Berg
Chris Carbone
Steve Chudnick
Cory Fleming
Allan Kleiman
Bonnie Lafazan
Deborah Magnan
Laurie Matassa
Michelle McGreivey
Ricardo Pino
Jennifer Podolsky
Courtenay Reece
Irene Sterling
Elizabeth Sosnowska

Absent
none

Also Attending
Kathy Schalk-Greene, Executive Director
Kathleen Moeller-Peiffer, NJ State Library

CALL TO ORDER

The meeting was called to order at 2:32 p.m. by Vice President Steve Chudnick, who announced that the meeting was in compliance with the Open Public Meetings Act.

Steve Chudnick, presented the Reorganization Committee’s recommendation for FY20 Board officers, Ricardo Pino moved to accept the new slate. Irene Sterling seconded the motion, which passed with two abstentions.

Chris Carbone presented the slate of LibraryLinkNJ Board Committees Ricardo Pino moved to accept the LibraryLinkNJ Board Committees. Steve Chudnick seconded the motion which passed unanimously.

The approved list follows:
**LIBRARYLINKNJ EXECUTIVE BOARD OFFICERS FOR FY20**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Chris Carbone</td>
<td>South Brunswick Public Library</td>
</tr>
<tr>
<td>Vice President</td>
<td>Jennifer Podolsky</td>
<td>East Brunswick Public Library</td>
</tr>
<tr>
<td>Secretary</td>
<td>Deborah Magnan</td>
<td>Hackensack University Medical Center Library</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Steven Chudnick</td>
<td>Brookdale Community College, Bankier Library</td>
</tr>
<tr>
<td>Assistant Treasurer</td>
<td>Phillip Berg</td>
<td>MAIN: Morris Automated Information Network</td>
</tr>
</tbody>
</table>

**LIBRARYLINKNJ BOARD COMMITTEES FOR FY20**

**Finance Committee**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>Treasurer, Chair*</td>
<td>Steven Chudnick</td>
<td>Brookdale Community College, Bankier Library</td>
</tr>
<tr>
<td>Assistant Treasurer*</td>
<td>Phillip Berg</td>
<td>MAIN: Morris Automated Information Network</td>
</tr>
<tr>
<td>Vice President</td>
<td>Jennifer Podolsky</td>
<td>East Brunswick Public Library</td>
</tr>
<tr>
<td>Committee Member</td>
<td>Ricardo Pino</td>
<td>West Milford Township Library</td>
</tr>
</tbody>
</table>

*Committee positions defined in Bylaws

**Personnel Committee**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committee Chair</td>
<td>Jennifer Podolsky</td>
<td>East Brunswick Public Library</td>
</tr>
<tr>
<td>Committee Member</td>
<td>Michelle McGreivey</td>
<td>Hoboken Junior Senior High School Library</td>
</tr>
<tr>
<td>Committee Member</td>
<td>Phillip Berg</td>
<td>MAIN: Morris Automated Information Network</td>
</tr>
<tr>
<td>Committee Member</td>
<td>Deborah Magnan</td>
<td>Hackensack University Medical Center Library</td>
</tr>
<tr>
<td>Committee Member</td>
<td>Allan Kleiman</td>
<td>Montville Township Public Library</td>
</tr>
</tbody>
</table>

**Nominations Committee**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committee Chair</td>
<td>Laurie Matassa</td>
<td>Jackson Liberty High School Media Center</td>
</tr>
<tr>
<td>Committee Member</td>
<td>Steven Chudnick</td>
<td>Brookdale Community College, Bankier Library</td>
</tr>
<tr>
<td>Committee Member</td>
<td>Courtenay Reece</td>
<td>Millville Public Library</td>
</tr>
</tbody>
</table>

**Membership Committee**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committee Chair</td>
<td>Courtenay Reece</td>
<td>Millville Public Library</td>
</tr>
<tr>
<td>Committee Member</td>
<td>Elizabeth Sosnowska</td>
<td>George F. Smith Library of the Health Sciences</td>
</tr>
<tr>
<td>Committee Member</td>
<td>Laurie Matassa</td>
<td>Jackson Liberty High School Media Center</td>
</tr>
<tr>
<td>Committee Member</td>
<td>Corey Fleming</td>
<td>Paterson Free Public Library</td>
</tr>
</tbody>
</table>

**Strategic Planning Committee**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committee Chair</td>
<td>Irene Sterling</td>
<td>Lay Representative</td>
</tr>
<tr>
<td>Committee Member</td>
<td>Deborah Magnan</td>
<td>Hackensack University Medical Center Library</td>
</tr>
<tr>
<td>Committee Member</td>
<td>Allan Kleiman</td>
<td>Montville Township Public Library</td>
</tr>
<tr>
<td>Committee Member</td>
<td>Bonnie Lafazan</td>
<td>Berkeley College Library</td>
</tr>
</tbody>
</table>

**Reorganization Committee**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committee Chair</td>
<td>Steve Chudnick</td>
<td>Brookdale Community College, Bankier Library</td>
</tr>
<tr>
<td>Committee Member</td>
<td>Irene Sterling</td>
<td>Lay Representative</td>
</tr>
<tr>
<td>Committee Member</td>
<td>Elizabeth Sosnowska</td>
<td>George F. Smith Library of the Health Sciences</td>
</tr>
<tr>
<td>Committee Member</td>
<td>Bonnie Lafazan</td>
<td>Berkeley College Library</td>
</tr>
</tbody>
</table>

**Bylaws Committee (Ad Hoc)**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committee Chair</td>
<td>Michelle McGreivey</td>
<td>Hoboken Junior Senior High School Library</td>
</tr>
<tr>
<td>Committee Member</td>
<td>Ricardo Pino</td>
<td>West Milford Township Library</td>
</tr>
<tr>
<td>Committee Member</td>
<td>Corey Fleming</td>
<td>Paterson Free Public Library</td>
</tr>
</tbody>
</table>

Ricardo Pino moved to have 2 non-Executive Board members on Nominations, Membership and By-Laws committees. Bonnie Lafazan seconded the motion which passed.

Steve Chudnick motioned to approve the Executive Board Meetings schedule. Irene Sterling seconded the motion which passed.
Phillip Berg moved to have an amendment to hold Executive Board Meeting in person at the LibraryLinkNJ office from August through December 2019. Ricardo Pino seconded the motion, which passed.

Debbie Magnan presented an amendment to the amendment to have all the meetings in person and remotely for people that can't make it only to December. Ricardo Pino seconded the motion which passed.

Ricardo Pino moved to have all the in-person Executive Board meetings at the LibraryLinkNJ office until December. Steve Chudnick seconded the motion which passed.

APPROVAL OF MINUTES

Deborah Magnan presented the May 15, 2019, 2019 minutes. Steve Chudnick moved the minutes. Ricardo Pino seconded the motion, which passed with one correction.

Deborah Magnan presented the June 13, 2019 minutes. Bonnie Lafazan moved the minutes. Irene Sterling seconded the motion, which passed.

TREASURER’S REPORT

Steve Chudnick, Treasurer, presented the May 2019 Report of Expenditures. Jennifer Podolsky seconded the motion which passed with one opposed.

Steve Chudnick presented the May 2019 Report of Investments. Phillip Berg seconded the motion which passed. The reports were filed for audit.

REPORT OF THE STATE LIBRARY

Kathleen Moeller-Peiffer of the New Jersey State Library presented a written report.

REPORT OF THE EXECUTIVE DIRECTOR

Executive Director Kathy Schalk-Greene reported on the following issues:

Economic Savings through Resource Sharing

Delivery
  o Delivery Task Force finalized the proposed cost share for FY20 for presentation to the Board.
  o After a transition period with TForce BCCLS started handling its own intra-library delivery.

Collaboration, Partnerships and Communication

Collaboration
  o Kathy attended the Statewide Database Meeting on May 7.
  o Kathy attended the VALE Member’s Council and Executive Committee meetings.
  o Kathy, LLNJ President Ranjna Das and Executive Board Member Irene Sterling attended a meeting at the New Jersey State Library.

Partnerships
  o Kathy attended the NJLA Public Policy meeting on May 2,

Communication
  o Kathy conducted an Online Town Hall Meeting for Members on May 23.
  o Kathy, Mi-Sun and Joanne prepared the E-Update distributed on June 19.

Projects
  o MentorNJ
- MentorLIB Mentors’s Directory-collaborated with the Maryland Library Association (MLA).
- The Agreement Letter was revised by Mi-Sun and Tyler Wolfe and signed by Mary Chute.
- Mi-Sun implemented the expansion of the Mentors Directory to the MLA members.
- Instructions were drafted on how MLA members can sign up for a user account by Mi-Sun and Joanne. So far 5 MD members are listed.
- Mi-Sun will work the team and Tyler to promote the expanded and improved Mentors’ Directory.

  - Doug Baldwin, Piscataway Public Library continues to host MentorNJ tech Meet-ups.
  - MentorNJ Task Force will continue to meet to discuss the MentorNJ plans for FY2020 and beyond.

Diversity Resources Online
- Mi-Sun continues to administer the online resource page.
- Mi-Sun reached out to the NJLA Diversity and Outreach Section Leadership to discuss future maintenance plans.

Knowledge, Skills and Professional Growth

CE Team
- Webinars completed for FY19
  - Face to Face events
    - Complete for FY19
  - CE Sponsorship of Other Organizations
    - Complete for FY19

Onsite, On Demand Staff Development for LLNJ and Our Members
- Complete for FY19

Innovation and Reinvention
- Website Report
  - Mi-Sun continues to maintain the website and support the staff and member’s needs.
  - On April 2 Mi-Sun found some suspicious code and immediately took Action.
  - Mi-Sun drafted a document for Kathy to review for our website upgrade plan.
  - Mi-Sun hared a website upgrade plan draft with Kathy and Joanne.

  - Other IT
    - Mi-Sun continues to support staff with tech-related issues.
    - With the BCCLS delivery transition Mi-Sun updated all the delivery info.
    - Mi-Sun put together a document to answer questions regarding the website Drupal upgrade plan.

  - Social Media Management
    - It was decided to continue to maintain the Facebook and Twitter accounts

- E-Updates Management & Mass Mailing
  - Published June E-Update on June 19, 2019 & delivered to 4364 addresses
  - Published BCCLS Delivery Transition on June 17, 2019

Organizational Development for LLNJ and Our Members
- Personnel Committee, May 9
  - Conference call regarding employee’s medical benefits
  - Sophia Cerri’s first day as Clerical Assistant.
• Staff Team Meeting
  • Met on May 22 and June 18
  • Joanne Roukens exit interview

Irene Sterling moved to accept the Executive Director’s Report Laurie Matassa seconded the motion, which passed.

CORRESPONDENCE

Ellen Callanan, Sussex County Library System sent an e-mail how glad she is that Super Library Supervisor in continuing.
Mary Martin’s letter explained how valuable she feels LibraryLinkNJ is.
Mary Chutes e-mail approving the By-Laws change.
A letter of resignation from Rick Vander Wende. Phillip Berg moved to accept Rick Vander Wende’s resignation. Steve Chudnick seconded the motion which passed.

PUBLIC COMMENT

There was no public comment

NEW BUSINESS

After Task Forces were discussed Ricardo Pino moved to authorize a Delivery Task Force with Phillip Berg as the Chairman. Allan Kleiman seconded the motion which passed.

Allan Kleiman moved to have the Personnel Committee report to the Executive Board with ideas for the search for a new Executive Director. Courtenay Reece seconded the motion which passed.

AGENDA ITEMS FOR NEXT MEETING

August 15, 2:30 pm. Innovation Task Force

ADJOURNMENT

Ricardo Pino moved to adjourn the meeting. Corey Fleming seconded the motion, which passed. The meeting was adjourned at 4:10 pm

Respectfully submitted,

Deborah Magnan
Secretary